

# **STUDENT ACTIVITY FUNDS –**

## **Fund #865**

### **Cash Handling/Deposit Procedures**

### **School Year 2020-2021**

**Prepared by Financial/Accounting**

# Highlights of Topics

- ❖ **Purpose of Student Activity Funds**
- ❖ **Where Do Student Activity Funds Come From**
- ❖ **Staff Responsibilities**
- ❖ **Preparing Cash Remittance/Deposit Slip**
- ❖ **Preparing Deposit Bag**
- ❖ **Delivery of Deposit bag to Accounting**
- ❖ **Forms Commonly Used**
- ❖ **Successful Record Keeping**
- ❖ **Reminders and New Change**
- ❖ **Gate Receipts Coding**
- ❖ **Available Resources**

# What is the purpose of Student Activity Funds?

**To provide students an opportunity to take part in co-curricular activities and outside classroom experiences that are not part of the regular curriculum.**



# Where Do SAF Come From?

**Monies accumulated for students from resources such as:**

- **Fundraisers- school approved**
- **Donations**
- **Gate receipts**
- **Student Fees**



# How are SAF Managed?

- **Compliance with written procedures found in SAF guidelines**
- **Use of Fund #865 for recordkeeping**
- **Monthly Financial reports for Principal and Club Sponsors**
- **Random internal audits**

# Staff Responsibilities for Student Activity Funds

## Campus Principal

**Overseeing proper collections, disbursements & safekeeping of monies in a safe**



# Staff Responsibilities for Student Activity Funds

## Club Sponsor

- ✓ **Submit form ADM-17 to request authorization to conduct fundraiser prior to the start of fundraiser; collection of student monies; preparation of cash reconciliation report;**
- ✓ **Preparation of income & expense report and, monitoring club account(s).**

# Staff Responsibilities for Student Activity Funds

## Bookkeeper and/or Secretary

- ✓ **Maintain accurate and timely recordkeeping**
- ✓ **Two persons present for verification of sponsor's cash reconciliation report**
- ✓ **Daily bank deposits for money on hand**
- ✓ **Securing money under lock & key at all times including deposit bag**

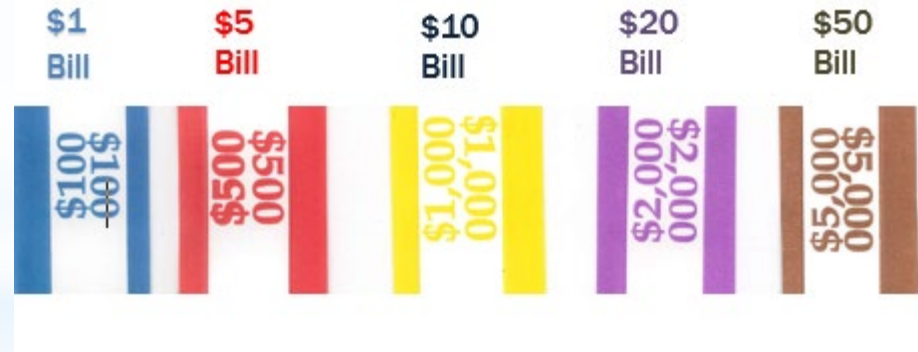


# **Staff Responsibilities for Student Activity Funds**

- ✓ **Handing over deposit bag only to armored car service**
- ✓ **Distribute gate receipts 50/50**
- ✓ **Maintain updated SAF logs found in “share point”**
- ✓ **Provide monthly reports to sponsors**
- ✓ **Retain SAF records for 5 years**

# Currency Preparation

- Strap 100 bills of each denomination together which will create a “Full Fed Ready Strap”
- Identify each strap with **date** and **campus number**.



# Checks

- Checks must be face up in the same direction. Batches should not exceed 150 items.
- Prepare calculator tape listing for each batch of checks, include decimal.
- List total amount of checks, money orders & traveler checks on the deposit slip in the check section.


## Loose Coin (Any size/color envelope)

- Place coin (up to \$25) in a sealed envelope.
- Record coin amount on the envelope and place in the deposit bag (do not roll coin)



# Preparing Deposit Slip

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT		DEPOSIT SLIP	ACTIVITY FUND
Date <u>6/21/18</u>		Receipt No.	<b>№ 005652</b>
Campus Name & No.	<u>EDISON HIGH SCHOOL 003</u>	Bag Number	
Club Account(s)	Club Name(s)	AMOUNT	
<u>2111</u>	<u>Hospitality</u>	<u>\$ 901.20</u>	Currency \$ <u>2,000.00</u>
<u>2301</u>	<u>Art Club</u>	<u>8,110.80</u>	Coins <u>\$12.00</u>
<u>2 1 3 8</u>	Sales Tax Due (if applicable)		Checks <u>\$7,000.00</u>
	<b>TOTAL DISTRIBUTION</b>	<b>\$ 9,012.00</b>	Check
Source of Funds	<u>popcorn fundraiser</u>		<b>TOTAL \$ 9,012.00</b>
Sponsor Signature	<u>First and Last name</u>		
Received by	<u>Bookkeeper/Secretary</u>		


 DISTRIBUTION: White Copy - Bank Yellow Copy - Sponsor Pink Copy - Campus  
 ⑆0003⑆ ⑆14000093⑆ ████████5??⑆

- ❖ List dollar amount for each component (currency, coin & checks).
- ❖ Include **ONE** deposit slip per deposit bag.
- ❖ Include date, bag number and location name on deposit slip.
- ❖ Include club account number, name and amount.
- ❖ Include sales tax amount, if applicable.
- ❖ Include the sum of all listed amounts for "Total Distribution"
- ❖ Include the fundraiser name for "source of funds" Example. Cookie dough
- ❖ Include the "sponsor's signature"
- ❖ Include the signature of the bookkeeper or secretary for "Received by"

# Bag Preparation

- Combine all loose currency that does not fit the “full fed ready strap” using paper clip and/or rubber band. Bills should be flat.
- Prepare a currency breakdown by denomination on front of the bag and provide a calculator tape inside the bag.

1. Complete the requested information in ball point pen.  
 2. Remove bag control tear-strip at the top of the bag and save it for your records.  
 3. Place currency and coin in the opaque portion of the bag (Limit coins to 4 rolls). Place only one deposit in each bag.  
 4. List the bag number on the deposit slip and provide us with an original and a duplicate. Place deposit slips, checks, change order requests, and change order payments in the window enclosure on the back of bag.  
 5. Double-check to ensure that the bag is properly sealed.

DENOMINATION	# OF BILLS	AMOUNT
100's		\$
50's	10	\$ 500.00
20's	50	\$ 1,000.00
10's	40	\$ 400.00
5's	10	\$ 50.00
2's	0	\$ 0.00
1's	50	\$ 50.00
	Coins	\$ 12.00
	CURR.COIN TOTAL	\$ 2,012.00
	Checks	\$ 7,000.00
	TOTAL DEPOSIT	\$ 9,012.00

SAISD + School Name  
 CUSTOMER NAME  
 Campus Number  
 STORE # OR STREET ADDRESS  
 Enter Account Number  
 ACCOUNT #  
 Enter Date  
 DATE  
 \$9,012.00  
 DEPOSIT AMOUNT \$  
 Signature Here  
 Signature of person preparing deposit

## Include the following:

- SAISD + School Name
- Campus Number
- Account Number-xxx5777
- Date
- Total Deposit Amount
- Signature of person preparing the bag
- # of Bills & Amount (with decimal)

# Preparing multiple deposit bags for Shipping-Consolidation

Clear Bag - size 15" X 20" or 19" X 28"

- **If 2 or more bags are sent from the same location a manifest form must be completed and placed in a larger bag.**
- **Manifest form, in excel format, will be available on the SAISD SAF Website. See sample on next slide.**
- **The manifest should include each bag number & the grand total of each bag within.**
- **Include the campus name and campus number on the bag.**
- **Include the total amount of the manifest on the shipping bag.**

# Preparing multiple deposit bags for Shipping-Consolidation



San Antonio ISD • 141 Lavaca St. • San Antonio, TX 78210

## Deposit Bag Manifest \*

\* Place in shipping consolidation bag

Shipping Consolidation Bag No. ss13231563 Deposit Date: 7/20/2017  
 Campus Name: EDISON HS Campus No. 003

Item No.	Bag Control No.	Declared Deposit Amount
1	1711033	56.35
2	1741034	100.00
3	1711035	50.00
4	1711036	50.00
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

GRAND TOTAL \$ 256.35

Prepared by: John Smith Printed Name  
 Frost Bank Teller Number \_\_\_\_\_

John Smith Signature



- **Remove the tear-off record and load contents into the shipping bag.**
- **Place bag on a flat surface front side down and fold security tape **AWAY** from bag opening.**
- **Remove release liner to expose adhesive.**
- **Press flap down & press closed. The bag should be properly sealed after this point.**

**DO NOT USE BAG** if the words **“VOID TAMPERING ACTIVATED”** appear on the security tape. This is an indication that tampering may have occurred.



# When to use a Large Coin Bag

- The large coin bag will be used for the penny drive and other large coin deposits.
- Include deposit slip.

NOTE: "FROM" information MUST be filled in.

DATE Insert Date

FROM School Name  
Campus Number

TO FROST

DOLLARS	\$	
HALVES	\$	
QUARTERS	\$	50.00
DIMES	\$	15.30
NICKELS	\$	5.05
PENNIES	\$	3.00
MIXED BAG	\$	
SUBJECT TO COUNT	\$	
<b>GRAND TOTAL</b>	\$	<b>73.35</b>

DEPARTMENT \_\_\_\_\_ TELLER NO. \_\_\_\_\_

SAID TO CONTAIN \_\_\_\_\_

BAG \_\_\_\_\_ OF \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_



# **Review of Deposit Preparation**

- **Accurate & legible deposit ticket**
- **Insert ONE deposit ticket per bank bag**
- **Proper bag packaging and sealing**
- **No “over” filled deposit bag**
- **Consignment of deposit bag to Brinks**

# CONSIGNMENT OF CAFETERIA DEPOSIT BAGS

It is important that every SAISD campus, **with no exceptions**, adhere to the following procedures for safeguarding all District deposits.

- Armored car couriers are instructed to pick up all deposits only from the main school office due to time constraints in order to stay on schedule.
- A cafeteria manger is responsible for preparing and properly sealing daily deposit bag before delivering to secretary/bookkeeper.
- A secretary/bookkeeper should refuse to take a cafeteria deposit bag only when a bag is not properly sealed. This includes checking for **“void tampering activated”**. Before cafeteria manger leaves school office, ask the person to seal deposit bag before you take it.
- It is the responsibility of the secretary/bookkeeper to accept the cafeteria deposit to ensure deposit is handed to courier preferably on the same day.
- A secretary/bookkeeper should **“never”** refuse to accept a cafeteria deposit bag even when delivered late to the school office.
- If a cafeteria deposit bag is delivered after the courier has left for the day, it is the responsibility of the secretary/bookkeeper to secure deposit bag overnight under lock & key until next day’s armored car service.
- If a cafeteria deposit bag is not being delivered to secretary/bookkeeper, please notify **Shannon Thompson**, Asst. Director of CNP Accounting, at **(210) 554-2290 ext. 54338**.

# BRINKS Pickup Process

The Brink's logo, consisting of four vertical bars of increasing height followed by the word "BRINKS" in a bold, sans-serif font.

## CUSTOMER'S RECEIPT BOOK FOR SEALED PACKAGES DELIVERED TO BRINK'S

**WARNING:** Please examine carefully the signature of the Brink's representative who receives the shipments recorded within this book. Be sure that their facsimile signature appears on Brink's current identification notice. If in doubt, call your Brink's office before releasing the shipments.

Please enter the details of the items or packages to be picked up prior to the arrival of Brink's representative. The date of each entry should be the date of delivery to Brink's.

All shipments are subject to the terms and conditions of the applicable contract between Brink's and the Party for whom service is being performed by Brink's.

# Delivery of Deposit Bags to Accounting

- **Occasions may occur when prepared deposit bags may need to be delivered to the Accounting office due to missed or no courier pickup or prior to a holiday week.**
- **Call accounting at least 30 minutes in advance for a deposit bag to be delivered to the office. Deposit bags must be received in the office by 4:15pm or sooner.**
- **Bring prepared and sealed deposit bag. Do not bring Brinks log book.**
- **Accounting will make a copy of the deposit bag and time stamp the copy for your records.**
- **Accounting will enter in Accounting's Brinks log book.**

# SAF-4 Form Revised July 2020

## Interfund Transfer Request

SAF-4 Revised July 2020

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
STUDENT ACTIVITY FUND  
**INTERFUND TRANSFER REQUEST**

Campus No. [REDACTED]

Name **#N/A** [REDACTED]

Date [REDACTED]

Transfer Log No. [REDACTED] For Campus Use

											FOR ACCOUNTING USE ONLY		
											JOURNAL NO:		
											MO/YR Posted:		
											Posted By:		

											Transfer From	Transfer To	Club Name
Fund	Fn	Object	Obj	Org	Fy	Prog	Ed	Proj			Debit	Credit	
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
865	00		00		1	00	0	00					
<b>BALANCED</b>											0.00	0.00	

**Enter below reason(s) for Transfer Request**

[REDACTED]

[REDACTED]

Sponsor's Printed Name	Principal's Printed Name
Sponsor's Approval Signature	Principal's Approval Signature
Date	Date

Use only revised July 2020 form with Fy Yr "1" Otherwise it will be returned

Print names on form

## Examples of Inter-Fund Transfers for Joint Student/Teacher Fundraisers

Example 1: Campus receives approval to hold a Carnival. Carnival booths are manned by parents, teachers, and students assist parents and teachers.

Example 2: Campus receives approval to sell parade seating spaces. Parade seating spaces are sold by teachers, students, and parents.

These are events that are held after school hours and sales will be made to the general public. It will be difficult to identify the portion of sales made to district and out-of-district students, parents, and children. Under these two scenarios the campus can split the proceeds 90% to the students and 10% to a teacher hospitality account. .

**The 90/10 split can be done using the Interfund Transfer form or at the time of deposit**

# SAF-5 Form Revised July 2020

## SAF 865 to Campus Activity Fund 461

SAF-5 Updated July 2020

**SAF 865 TO CAMPUS ACTIVITY FUND 461**

Campus Org: **000**

Campus Name: **Campus**

Date: **MM/DD/YY**

Transfer Log No. **\_\_\_\_\_**

*FOR ACCOUNTING USE ONLY*

JOURNAL NO: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

POSTED BY & DATE: \_\_\_\_\_

Fund	Fn	Object	Sub Obj	Org	Fy	Prog	Ed	Proj	Debit	Credit	Description	N
865	00		00 0000	0000	1	00	0	00				B
865	00		00 0000	0000	1	00	0	00				B
865	00	1111	00 0000	0000	1	00	0	00		0.00	CASH DEMAND	B
461	00	5755	00 0000	0000	1	00	0	00		0.00	Transfer In from Fund 865	2
461	00	1111	00 0000	0000	1	00	0	00	0.00		CASH DEMAND	B
<b>BALANCED</b>									<b>0.00</b>	<b>0.00</b>		

**Budget Process (Please fill in the Credit amount for your Expenditure account)**

BUDGET REFERENCE # \_\_\_\_\_  
(For Budget Office Use Only)

Fund	Fn	Object	Sub Obj	Org	Fy	Prog	Ed	Proj	Debit	INCREASE BUDGET	Description
461	00	5755	00 0000	0000	1	00	0	00	0.00		Activity Revenue Receipts
461	11	6399	00 0000	0000	1	11	0	00			Supplies & Materials
461	11	6412	00 0000	0000	1	11	0	00			Travel/Subsistence- Students
461	11	6494	00 0000	0000	1	11	0	00			Student Field Trip/Travel
461	11	6499	00 0000	0000	1	11	0	00			Misc Operating Costs
461	12	6399	00 0000	0000	1	99	0	00			Library Supplies
461	23	6399	00 0000	0000	1	99	0	00			Office Supplies
461	36	6399	00 0000	0000	1	91	0	00			Gate Receipts-Coach Supplies
461			0000	0000	1						
461			0000	0000	1						
<b>BALANCED</b>									<b>0.00</b>	<b>0.00</b>	

Planning & Budget Director \_\_\_\_\_ Date \_\_\_\_\_ Accounting Month \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_

**Enter below reason(s) for Interfund Transfer Request.**

Transfer to Fund 461 to pay for various expenses.

Sponsor's Printed Name: \_\_\_\_\_ Principal's Printed Name: \_\_\_\_\_

Sponsor's Approval and Date: \_\_\_\_\_ Principal's Approval and Date: \_\_\_\_\_

Use only revised July 2019 form with Fy Yr "1" Otherwise it will be returned

Print names on form



# Actg-DWS DISTRICT WIDE SERVICES

## Form Revised July 2020

ACTG DWS (7-2020)

**S.A.I.S.D.**  
**DISTRICT WIDE SERVICES**

**PLEASE MARK APPROPRIATE BOX:**

Brack Deca		Lanier Printing	
Brack Printing		Houston Culinary	
Campus Org.		Other	

Campus Name  

Date MM/DD/YY

Campus Ref No.  

*FOR ACCOUNTING USE ONLY*

JOURNAL NO: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

POSTED BY & DATE: \_\_\_\_\_

Fund	Fn	Object	Sub	Obj	Org	Fy	Prog	Sp	Det	Debit	Credit	Description	N	
						1								5
						1								5
						1								5
						1								5
						1								5
						1								5
						1								5
						1								5
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						1								5
						1								5
						1								5
						1								5
						1								5
						1								5
<b>BALANCED</b>						<b>TOTAL</b>	0.00	0.00						

**ENTER REASON BELOW:**

Work orders/invoices are attached.

Prepared by Printed Name		Principal's Printed Name	
Prepared by Signature	Date	Principal's Approval Signature	Date

Use only revised July 2020 form with Fy Yr "1" Otherwise it will be returned

### ACCTG DWS FORM INSTRUCTIONS

This form is in an Excel format. It contains formulas that will calculate a TOTAL when finished with entering data.

Only "yellow" highlighted sections are to be filled in by department.

To edit an entry use "clear contents" only. Never use "delete" to remove an entry or row.

To repeat an item from one row to other rows use copy, "paste value". Verify that TOTAL, found near bottom of form, agrees with amount you want to distribute. If not, recheck amounts entered and re-enter correct amount.

Print a copy of completed form.

Save Excel file with a name you can easily find.

Print name and obtain signature of requester.

Print name of approver and obtain signature.

Make at least one copy of signed form, invoices/work orders, etc. to attach with form.

Keep a copy for your records.

Pony form with original signatures and attachments to accounting.

# **Keys for Successful SAF Recordkeeping**

- **Compliance with SAF Guidelines at all times**
- **Use “current” forms found on the financial services website and in “share point”**
- **Accurate & legible deposit tickets**
- **Only one (1) deposit ticket per bank bag**
- **Releasing deposit bag only to courier**

# Keys for Successful SAF Recordkeeping

- **Before spending money use ITCCS to inquire for a current balance**
- **Understand what is and isn't taxable**
- **Collect NSF check plus **\$25.00 fee****
- **Make sure required signatures are provided**
- **Provide sponsor monthly financial reports**
- **Maintain documents to support all transactions**

# **Sales Tax Collections and Reporting**

- **Take advantage of two 1- day Tax-Free Sales**
- **Become familiar with what is and isn't taxable**
  - Calculate sales tax only for merchandise sold not bought**
  - Sales tax for Scholastic Book Fair is collected by vendor**
- **Maintain sales records audit-ready**

# Bank Deposit Correction

- ❖ Accounting will be notified if there is a bank/customer correction
- ❖ An email will be sent requesting a cash reconciliation form for the specific deposit
- ❖ Another entry will be entered as “deposit correction” for the discrepancy
- ❖ The secretary/bookkeeper will need to adjust their books and file the documents provided

**There is a fee to SAISD for each bank correction**

Avoiding bank corrections:

- ❖ 2-person verification
- ❖ Use a calculator tape
- ❖ Do not rush

# Dealing with Counterfeit Currency

- **Be alert for counterfeit currency**
- **Handle the bill/coinage as little as possible**
- **Do not deposit counterfeit money**
- **Immediately contact SAISD police officer  
at (210) 354-9000 or (210) 354-9050**
- **Provide officer with details of incident**

# Dealing with Counterfeit Currency

- **Turn over counterfeit to police officer**
- **Request a copy of police report and retain for files**
- **Notify accounting of incident**
- **When the bank detects counterfeit currency in a declared deposit, it will decrease the verified deposit according to the amount of the counterfeit currency**
- **Accounting will notify campus of the adjusted amount as well as post the adjustment to account code**
- **Immediately notify Sponsor of deposit adjustment**

# Always Look for...

- ✓ **Cash, checks and/or coinage to match with deposit ticket. A bank correction for any deposit error is charged a fee.**
- ✓ **Illegible handwritten deposit ticket**
- ✓ **Post-dated or stale dated check**
- ✓ **Deposit of restitution money in Fund 199**



# Always Look for...

- ✓ **Overstated sales tax**
- ✓ **Missing authorized signature**
- ✓ **Inaccurate account code**
- ✓ **All deposit bags, including cafeteria's, are recorded in Brinks log book**

# Reminders & New Change

**Per Budget guidelines, only the following object codes are to be used for:**

**Printing 6299**

**Postage 6399**

**Field Trips 6494**

**For a Police Officer request, use the following budget code**

**XXX-52-6121-05-XXX-1-99-000**

**ALWAYS “before” placing a fieldtrip request, a print work order, postage & for SAISD police, check budget code for available funds.**

**Deposit commission checks from team pictures into Fund 865.**

**Deposit a Non SAF restitution check to GD. When in doubt, call accounting.**

**DO Not give bank information to vendors.**

**Training available throughout school year, contact Angie Vanegas at (210) 554-8582 to place training request.**

# A Non-SAF (GD) Vendor Refund

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT		DEPOSIT SLIP	ACTIVITY FUND CASH REMITTANCE FORM
Date	07-15-14		Receipt No. 50988
Campus Name & No.	SCHOOL NAME & #		Bag Number KK123456
Club Account(s)	Club Name(s)	AMOUNT	
	VENDOR REFUND	\$ 48.00	Currency \$ -
	FIELD TRIP/PO #		Coins -
2 1 3 8	Sales Tax Due (if applicable)		48.00
	TOTAL DISTRIBUTION	\$ 48.00	<del>QXXX</del> CHECKS 48.00
Source of Funds	COMPANY NAME		TOTAL \$ 48.00
Sponsor Signature	PRINCIPAL OR ASSIGNED BACKUP		
Received by	SECRETARY/BOOKKEEPER SIGNATURE		

# Travel Reimbursement Deposit

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT		DEPOSIT SLIP	ACTIVITY FUND CASH REMITTANCE FORM
Date	07-15-14		Receipt No. 50988
Campus Name & No.	SCHOOL NAME & #		Bag Number KK67890
Club Account(s)	Club Name(s)	AMOUNT	
	TRAVEL REIMBURSEMENT	\$ 85.32	Currency \$ 84.00
	PO # XXX-XXX		Coins 1.32
2 1 3 8	Sales Tax Due (if applicable)		Checks -
	TOTAL DISTRIBUTION	\$ 85.32	TOTAL \$ 85.32
Source of Funds	NAME OF PERSON (FIRST & LAST NAME)		
Sponsor Signature	PRINCIPAL OR ASSIGNED BACKUP		
Received by	SECRETARY/BOOKKEEPER SIGNATURE		



# A Donation Deposit for Fund 461- Campus Activity Fund \*

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT		DEPOSIT SLIP	ACTIVITY FUND CASH REMITTANCE FORM
Date <u>07-15-14</u>		Receipt No. <u>50988</u>	
Campus Name & No. <u>SCHOOL NAME &amp; #</u>		Bag Number <u>KK987654</u>	
<u>Club Account(s)</u>	<u>Club Name(s)</u>	<u>AMOUNT</u>	
	<u>DONATION</u>	\$ <u>500.00</u>	Currency \$ <u>-</u>
	<u>FUND 461</u>		Coins <u>-</u>
<u>2 1 3 8</u>	<u>Sales Tax Due (if applicable)</u>		<u>500.00</u>
	<u>TOTAL DISTRIBUTION</u>	\$ <u>500.00</u>	<del>CASH</del> CHECKS <u>500.00</u>
Source of Funds	<u>DONOR NAME</u>		
Sponsor Signature	<u>PRINCIPAL OR ASSIGNED BACKUP</u>	TOTAL	\$ <u>500.00</u>
Received by	<u>SECRETARY/BOOKKEEPER SIGNATURE</u>		

\* Submit a BUS-2 (BCR) form to budget office.



# Gate Receipts Deposit - 865 & 461

## ACADEMIES ONLY

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT			DEPOSIT SLIP	ACTIVITY FUND
Date <u>7-1-19</u>			Receipt No.	<b>CASH REMITTANCE FORM</b> № <u>051307</u>
Campus Name & No.	School Name & #		Bag Number	<u>KKK121314</u>
Club Account(s)	Club Name(s)	AMOUNT	Currency	\$ <u>90.00</u>
<u>2256-96</u>	<u>Gate Receipt-Girls</u>	\$ <u>50.00</u>	Coins	<u>10.00</u>
<u>Fund 461</u>	<u>Coach's Account-Girls</u>	<u>50.00</u>	Checks	
<b>2 1 3 8</b>	Sales Tax Due (if applicable)		TOTAL	\$ <u>100.00</u>
	<b>TOTAL DISTRIBUTION</b>	\$ <u>100.00</u>		
Source of Funds	<u>Gate Receipts Volleyball</u>			
Sponsor Signature	<u>Sponsor's Signature</u>			
Received by	<u>Secretary/Bookkeeper Signature</u>			
	DISTRIBUTION: White Copy - Bank Yellow Copy - Sponsor Pink Copy - Campus			
				

**Gate Receipts-Girls**

**461-36-6399-96-ORG-1-91-000**

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT			DEPOSIT SLIP	ACTIVITY FUND
Date <u>7-1-19</u>			Receipt No.	<b>CASH REMITTANCE FORM</b> № <u>051307</u>
Campus Name & No.	School Name & #		Bag Number	<u>KKK121314</u>
Club Account(s)	Club Name(s)	AMOUNT	Currency	\$ <u>90.00</u>
<u>2256-97</u>	<u>Gate Receipt-Boys</u>	\$ <u>50.00</u>	Coins	<u>10.00</u>
<u>Fund 461</u>	<u>Coach's Account-Boys</u>	<u>50.00</u>	Checks	
<b>2 1 3 8</b>	Sales Tax Due (if applicable)		TOTAL	\$ <u>100.00</u>
	<b>TOTAL DISTRIBUTION</b>	\$ <u>100.00</u>		
Source of Funds	<u>Gate Receipts Football</u>			
Sponsor Signature	<u>Sponsor's Signature</u>			
Received by	<u>Secretary/Bookkeeper Signature</u>			
	DISTRIBUTION: White Copy - Bank Yellow Copy - Sponsor Pink Copy - Campus			
				

**Gate Receipts-Boys**

**461-36-6399-97-Org-1-91-000**



# Other Helpful Information

➤ **Training Manual created by Accounting under Financial Services**

➤ **Frost Deposit Preparation Instructions**

➤ **Texas Comptroller's Bulletin – School Fundraisers and Sales Tax at**

**[www.//comptroller.texas.gov.taxinfo/taxpubs/tx94\\_183](http://www.comptroller.texas.gov.taxinfo/taxpubs/tx94_183)**

➤ **Department of the Treasury at**

**[www.uscurrency.gov](http://www.uscurrency.gov) or [www.secretservice.gov](http://www.secretservice.gov)**

# **Resources from Accounts Payable**

- **Replenishment of deposit tickets**
- **Missing Monthly Financial Report**
- **Recovery of over stated Sales Tax**



# **Accounting is here to assist with...**

- **Information regarding recorded deposits**
- **Deposit Procedures**
- **Form SAF-4, SAF-5 and Actg-DWS Procedures**
- **iTCCS Online Inquiry Procedures**
- **Understanding Monthly Financial Reports**
- **Information about charges for fieldtrips, postage and print work orders**
- **Invoices for campus reimbursement**
- **Coca Cola commissions**

# ACCOUNTING STAFF

<b>Name</b>	<b>For questions regarding</b>	<b>E-mail</b>	<b>Phone</b>
<b>*Marisol Mendoza</b>	<b>SAF deposits, forms SAF-4, SAF-5, Act. DWS; fieldtrips; postage and print work orders</b>	<b>mmendoza9@saisd.net</b>	<b>(210)554-8602</b>
<b>**Evangela (Vangie) Gonzales</b>	<b>GD deposits; general ledger; restitutions and vendor refunds</b>	<b>egonzales8@saisd.net</b>	<b>(210)554-8604</b>
<b>Rena Valdez</b>	<b>Daily operations, comments and concerns</b>	<b>rvaldez@saisd.net</b>	<b>(210)554-8607</b>
<b>Margaret Ornelas</b>	<b>Special projects and district annual audit</b>	<b>mornelas2@saisd.net</b>	<b>(210)554-8605</b>
<b>Ayde Ramirez</b>	<b>Bank reconciliations, P-cards and payroll liabilities</b>	<b>aramirez9@saisd.net</b>	<b>(210)554-8606</b>
<b>* SAF "primary" contact person</b> <b>** Secondary contact person</b>			

**It's Time for Questions & Answers !**



*On behalf of the accounting staff,  
thank you for your daily support.*

*We appreciate all you do to  
provide accurate accountability.*

*May you have a successful  
2020-2021 school year!*